

Christ Church College Kanpur

Internal Quality Assurance Cell (IQAC)

Date: 03/08/2021

NOTICE

As per NAAC guidelines, the following shall constitute the Internal Quality Assurance Cell (IQAC) of the college for the session 2021-22:

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| Principal & Secretary, College Governing Body | Dr. Joseph Daniel |
| Vice-Principal | Dr. Sabina R. Bodra |
| Members | <ol style="list-style-type: none">1. Dr. R K Dwivedi, Director, College Development Council, CSJMU Kanpur2. Dr. Ashutosh Saxena, Head, Department of Political Science3. Mr. A. K. Misra, Associate Professor, Department of Hindi4. Dr. Satya Prakash Singh, Convener, NAAC Steering Committee5. Dr. Meet Kamal, Associate Professor, Department of Chemistry6. Dr. Anindita Bhattacharya, Associate Professor, Department of Chemistry7. Dr. Manish Kapoor, Associate Professor, Department of Physics8. Mr. Sunil Anderson, Office Superintendent (officiating)9. Mr. Ashwani James, Librarian Incharge |
| Management Nominee | Dr. Lionel Thomson, Dy. Director, St. Catherine's Hospital, Kanpur Mobile: 8808213732 |
| Local Society Nominee | Dr. John Jaswant, Retd. Associate Professor, Zoology, Christ Church College, Kanpur |
| Alumni Representative | Dr. Anurag Saxena, Associate Professor, Department of Physics, D. A-V. College, Kanpur, Mobile: 9839940629 |
| Employer's Nominee | <ol style="list-style-type: none">1. Dr. Siddharth Mishra, Associate Professor, School of Life Sciences & Coordinator, IQAC, CSJMU Kanpur, Mobile: 77460624682. Professor Ram Naresh Tripathi, Dean, Students Welfare, HBTU, Kanpur, Mobile: 7081300544 |
| Industrialist Nominee | Mr. Balram Narula, Managing Director, Jet Knitwear's Ltd., Kanpur Mobile: 9621060606 |
| Stakeholder Nominee | Mr. Vimal Tudy, Sr. Manager, Corporate and Institutional Sales, KTL Pvt. Ltd. Kanpur |
| Students Nominee UG | <ol style="list-style-type: none">1. Mr. Swastik Agrawal, B.Sc. II, Mobile: 63864029812. Mr. Sahastranshu, B.A. III, Mobile: 91187099123. Mr. Sujal Agarwal, B.Com. II, Mobile: 7007587559 |
| Students Nominee PG | <ol style="list-style-type: none">1. Mr. Kartik Dwivedi, M. A. II (Hindi), Mobile: 90265209942. Ms. Shruthy Elizabeth Jaimon, M.Sc. II (Physics), Mobile: 8004771668 |
| Coordinator, IQAC | Dr. D. C. Srivastava, Head, Department of Philosophy |



D. C. Srivastava
03/8/2021
COORDINATOR

Coordinator
Internal Quality Assurance Cell
Christ Church College, Kanpur

MINUTES OF FIRST IQAC MEETING

August 12, 2021 at 11:30 AM

The first meeting of the IQAC of the college was held at 11:30 am on 12/08/2021 in the library. The meeting was presided over by Dr. Joseph Daniel, Principal and attended by the members of IQAC and HOD's of the college. The following members present attended the meeting:

1. Dr. Joseph Daniel, Chairperson and Principal
2. Dr. Sabina Bodra, Vice-Principal & HOD Economics
3. Dr. R. K. Dwivedi, Director, CDC, CSJMU
4. Dr. D. C. Srivastava, Coordinator, IQAC
5. Dr. Satya Prakash Singh, Convener, NAAC Steering Committee
6. Mr. Avadhesh Misra, Member, IQAC
7. Dr. Anindita Bhattacharya, Member, IQAC
8. Dr. Manish Kapoor, Member, IQAC
9. Dr. Shipra Srivastav, HOD, Commerce
10. Ms. Soofia Shahab, HOD History
11. Dr. Sudhir Gupta, HOD Chemistry
12. Mr. Vinay Sebastian, HOD Zoology
13. Dr. R. K. Juneja, HOD Mathematics
14. Dr. Arvind Singh, HOD Hindi

Following members were absent in the meeting:

1. Dr. Ashutosh Saxena, HOD Political Science
2. Dr. Naveen Ambasht, HOD, Botany
3. Dr. Meet Kamal, Member, IQAC

The meeting started with the word of prayers offered by the Vice-Principal, Dr. Sabina R. Bodra. Dr. Joseph Daniel, the principal, in his opening remarks said that as per the vision of the institution, we all are obligated to maintain the standards to provide quality education. The IQAC of the college has been reconstituted in this session and Dr. D. C. Srivastava made as the new coordinator in place of Dr. R. K. Dwivedi, who is having the additional duty of Director, CDC at CSJMU Kanpur. As per the directive of the state government and the instructions from the university, our college has adopted the semester system at the undergraduate level from this session as per NEP-2020. The principal informed the members present that the online admission process has already started for B.A./B.Sc./B.Com. first year classes from 9th August 2021. The candidates filling their forms are given the options to select their three major subjects only. The minor/elective papers and vocational courses will be selected online by the candidates after their admission is confirmed in the college.

He further apprised the members that the college time table will be prepared as per NEP guidelines and each teaching period of the college will consist of one hour duration. The time

Joseph Daniel
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Sabina Bodra

table will be prepared by each department in such a way that the workload of individual faculty members is not less than the duration of five clock hours. The evaluation and examination of the courses will be done as per the guidelines of the university.

He informed the members that NAAC accreditation process has to be completed by December 2021 as the NAAC has extended the deadline for previous session 2020-21 for submission of SSR and DVV process up to December 2021. Though we have limited resources, but we will go for NAAC evaluation at the earliest and for this he has set a deadline of 30th September 2021 to NAAC steering committee for preparation of all data templates for online submission of SSR. He appealed all the HoDs to cooperate and extend help to expedite the process.

He said that the annual college magazine 2020 is to be brought by the beginning of the new session 2021-22.

The IQAC coordinator, Dr. D. C. Srivastava, appreciated Dr. R. K. Dwivedi for his significant contributions to the college through IQAC last session and also thanked for his participation in the meeting in spite of his busy schedule at CSJMU. He highlighted the challenges implied in implementing the semester system at UG level as per New Education Policy-2020 from the current session.

The first major challenge is the new admission as per NEP guidelines and instructions in the college. From this session, the candidates applying for admission at UG level will have to choose their three major subjects as per the division of new faculty streams and subjects. Thereafter the admitted students will have to choose two minor/elective courses from other streams in first four semesters. Dr. D. C. Srivastava further said that apart from the curricular courses, students will have to do vocational/skill development courses of 03 credits each in first four semesters in addition to compulsory co-curricular courses in all six semesters.

The second major challenge is to make the time table as per the credit requirements of the semester system. For example, for a course of six credits of theory, six lectures per week of one hour (60 minutes) duration is the requirement. One practical class on 01 credit would be of two hours duration. Hence the time table will have to be rescheduled accordingly.

The third major challenge would be to bring out the changes in the teaching methodology and learning resources as per the need of the common minimum syllabus of all subjects. Dr. Srivastava requested all the members present to go through the new syllabus and develop the modalities so that we as teachers can deliver our best to the students.

The NAAC convener, Dr. Satya Prakash Singh said that regarding the NAAC accreditation process, the steering committee meeting was held in the IQAC room on 10th August 2021. He informed the members that a decision has been taken in the meeting that all the members of different criteria aspects will prepare the required data templates and folders of documents by 30th September 2021, the deadline given by our principal for all preparations.

He informed the members that due to covid pandemic; the NAAC has extended the last academic session 2020-21 up to December 2021 for the purpose of uploading SSR and DVV process. NAAC has also reduced the amount of fees for accreditation with effect from April

2021. Hence it has been decided that we would complete the NAAC process by December 2021.

Dr. D. C. Srivastava proposed that during our preparation of NAAC process, there are some bare and basic requirements of infrastructure that the college need to develop so that they can be mentioned in our SSR report. Among the following, a list of requirements was already submitted to the management of the college last session through IQAC:

1. At least the partial automation of the library should be initiated.
2. We should identify minimum 4-5 rooms and to develop them as smart conference rooms. They are immediately needed as a learning resource as per requirement of semester system also.
3. As a green initiative, the college should procure few solar lamps and solar panels in the campus. And as energy saving initiative, the old bulbs and fans should be replaced by LED bulbs and fans in phased and gradual manner.
4. Provision of at least one wheel chair for handicapped students.
5. Provision of NCC and Sports rooms in the campus as NCC has been introduced as a minor subject from this session.
6. First Aid Room and canteen facility should be developed.
7. As per the requirements of Value/Skill development courses, the college should go for MoUs with some institutions and organizations.

Dr. D. C. Srivastava talked about the academic credit bank and recent provisions of ABACUS-UP.

Dr. R. K. Dwivedi expressed his satisfaction for our college being first in the city to implement the semester system by starting the online admission process as per NEP-2020. He felt the need for developing the teaching learning resources so that we can deliver quality education in a more profound way. He appealed all the members present to devote more time in the college so that more academic activities could be organized in the campus.

Mr. A. K. Misra expressed the need to recruit few new teachers who are well versed in teaching the computer-based courses as laid down in the new common minimum syllabus.

The Principal, Dr. Joseph Daniel expressed his dissatisfaction over few members being absent in the meeting without any prior information. He said the faculty members should follow the code of conduct at the work place and should not be casual in approach.

He assured the members that all possible infrastructure and resources will be developed to meet the challenges of curricular, co-curricular and vocational courses. Regarding the vocational courses, he talked about the tentative plan of running such courses in the campus. He said we are waiting for the clear instructions and guidelines regarding the number and type of courses and their syllabus being provided by the university. To run such courses, a budgetary provision has to be made by the university to meet the expected expenditure. He appealed all the members to propose the vocational courses from each department as per UGC norms for approval to the university. Such courses may later on be developed into self-finance courses which we may introduce in our college to generate our own financial

Daniel
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D. C. Srivastava

resources.

He asked the faculty members to take up the initiative of library automation at the earliest and for this, the college has a budgetary provision. He assured that this will be taken up very soon.

He further assured to provide all necessary and basic requirements proposed by the IQAC needed for NAAC report before assessment.

Dr. Daniel said that as per the guidelines of the ABACUS-UP, college will initiate uploading the data of the college, teachers and the admitted students on its portal. He said the Alumni Association of the college needs to be revived and a new alumni association may be formed in the college. We would have a provision of caution money of the amount Rs.100=00 per student towards alumni fund and while the exit of students from the college this amount can be deposited in the aforesaid fund.

Dr. D. C. Srivastava proposed to upload all necessary information required for NAAC accreditation purposes on the college website. He expressed the need to upload the links of google feedback forms developed by the IQAC to get the feedback from stakeholders like students, teachers and alumni.

The meeting concluded with vote of thanks to the principal and the members present.

Daniel
21/8/21

D. C. Srivastava